**Executive Regional Directors**

**Weekly PLC Team Meeting**

**July 30, 2013**

**Guiding Question:** How do we lead implementation of the MCPS 21st Model of Education, meet the five District goals using the Professional Learning Communities model (DuFour, et al)?

**Long-term targets:**

* Meet the five District goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Consistently and fully implement the PLC structure district-wide
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for this meeting:**

* Create structure for ERD weekly meetings that models expectations we have for principals and PLC teams
* Review and revise draft agenda for meetings with Alex, July 30 and 31
* Review and revise draft agenda for PLC Leadership team meeting on August 12
* Review and revise draft plan, timeline, and dates for Regional Principal’s PLC focused on Data Wise
* Revisit monthly grade-level principal meetings
* Update on progress of Leadership Team Celebration planned for August 22

**Roles for this meeting:**

* **Facilitator/Time Keeper** - Mark
* **Agenda Setter**/**Note taker** - Heather
* **Reading** - Karen

**AGENDA**

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| **TIME** | **ACTIVITY** |
| **9:30-9:35** | Review and revise agenda |
| **9:35-9:45** | Reading |
| **9:45-10:00** | Create structure for ERD weekly meetings that models expectations we have for principals and PLC teams:   1. What is the purpose of the meeting?    1. Be consistent with our plans across the district    2. What are the relative issues    3. How do we work with our principals 2. Create ERD norms and responses when norms are not followed   Procedural Norms:   * 1. Begin on time/end on time   2. Agenda will be disseminated at least 72 hours in advance (time will always be allotted at the end to discuss other issues)   3. Focus on agenda: create a parking lot of continuous improvement items to work through (e.g. teacher evaluation practices with principals)   4. Develop action plans that include who is responsible and deadlines for completion   5. Complete agreed upon action steps by deadline   6. Allow time to conclude each meeting with a summary and determine items for next meeting agenda   7. Complete a Plus/Delta for each meeting; include how we are doing with our norms   Interpersonal Norms:   * 1. Give honest, supportive feedback   2. Assume positive intentionality   3. Seek to first to understand, then to be understood   4. Support all aspects of the organization and each other in our roles   Response when norms are not followed:   * 1. Give honest, support feedback   2. Review norms regularly, 1x per month at beginning, assess how well we are using them  1. Determine ongoing roles and timelines for serving in roles for ERD meetings    1. Agenda setting/creation - Heather    2. Reading - Karen    3. Facilitator/time-keeper - Mark    4. Note-taker - Heather   Maintain same roles for some time, keep roles and practice   1. Communication: Decide on themes of regular updates for ERD weekly meetings, e.g. Mark: Capstone Projects, Heather: Healthy Kids Summit, Karen: District PLC Leadership Team (formerly TSSS)   Each of us take 3 minutes on each agenda to summarize our work:  Heather: Title I,  Karen: SPED,  Mark: T&L, Capstone Projects, CCSS, and CTE, Technology  Once a month touch on regular item updates; for next meeting we will each bring our list of topic areas |
| **10:00-10:10** | Review and revise draft agenda for meetings with Alex, July 30 and 31  Revise as noted on draft   * Revise 2013-2014 building goals section to include: purpose, what are SMART goals & what makes good ones? Should we write district SMART goals? Review template/revise * Remove K-12 PLC and move to next ERD agenda * Remove Principal Evaluation Process and move to mid-late August ERD agenda to begin discussions |
| **10:10-10:20** | Review and revise draft agenda for PLC Leadership team meeting on August 12  Not completed; add to agenda for next ERD meeting  **Karen** will draft a year-long plan and a Aug 12 agenda  **Karen** will include materials to order for principals as part of year long plan  **Heather**  will adjust PLC deliverables as noted |
| **10:20-10:30** | Review and revise draft plan, timeline, and dates for Regional Principal’s PLC focused on Data Wise  Revise as noted |
| **10:30-10:40** | Revisit monthly grade-level principal meetings: how do we have Alanna focus these meetings on CCSS while also honoring high school principal’s request to meet with us for THEIR agenda items?  These meetings will be facilitated by all coordinators  What issues will they bring to us that cannot be resolved in one-on-one meetings? |
| **10:40-10:45** | Update on progress of Leadership Team Celebration planned for August 22  Need budget approval from Alex  Need to send invites out today |
| **10:45-11:00** | Address other items not on agenda |